

Survey Respondents:

	East	West	TOTAL
Officer	47	41	88
Enlisted	26	26	52
TOTAL	73	67	140

Respondents who believed their competency improved during the course

On one or more skills

	East	West	TOTAL
Officer	81% (39/48)	90% (37/41)	85% (76/89)
Enlisted	88% (23/26)	96% (25/26)	92% (48/52)

On three or more skills

	East	West	TOTAL
Officer	46% (22/48)	46% (19/41)	46% (41/89)
Enlisted	65% (17/26)	81% (21/26)	73% (38/52)

On five or more skills

	East	West	TOTAL
Officer	27% (13/48)	32% (13/41)	29% (26/89)
Enlisted	38% (10/26)	54% (14/26)	46% (24/52)

Highest self-assessed pre-training competencies:

	East Coast Initial Survey	East Coast Final Survey	West Coast Survey	TOTAL
Officer	Drafting Charges (3.84/5)	Write PMMs (3.7/5)	Drafting Charges (3.95/5)	Drafting Charges (3.82/5)
	Conducting Opening/Closing (3.84/5)	Draft Charges (3.7/5)	Conducting Opening/Closing (3.68/5)	Conducting Opening/Closing (3.64/5)
Enlisted	Using MS and Adobe Products (4.61/5)	Setting up a Courtroom (4.62/5)	Setting up a Courtroom (4.46/5)	Setting up a Courtroom (4.54/5)
	Input CMS Data (4.5/5)	Using MS and Adobe Products (4.46/5)	Drafting Charges (4.12/5)	Drafting Charges (4.17/5)

Least improved during course (self-assessed):

	East	West	TOTAL
Officer	Drafting PMMs (0.06 point increase (1.5% improvement))	Drafting Charges (0.08 point increase (2% improvement))	Drafting PMMs (0.12 point increase (3% improvement))
	Sentencing Case (0.15 point increase (4% improvement))	Drafting PMMs (0.18 point increase (4.5% improvement))	Drafting Charges (0.19 point increase (4.75% improvement))
Enlisted	Drafting Charges (0.19 point increase (5% improvement))	Archiving a case (0.27 point increase (6.75% improvement))	Drafting Charges (0.27 point increase (6.75% improvement))
	Setting up a Courtroom (0.19 point increase (5% improvement))	Drafting Charges (0.35 point increase (8.75% improvement))	Setting up a Courtroom (0.33 point increase (8.25% improvement))

Lowest self-assessed pre-training competencies (self-assessed):

	East Coast Initial Survey	East Coast Final Survey	West Coast Survey	TOTAL
Officer	Prep Sex Assault or DV Victim for trial (3.2/5)	Prep Sex Assault or DV Victim for trial (3.3/5)	Conducting Cross-examination (3.17/5)	Conduct Cross-examination (3.3/5)
	Conduct Cross-examination (3.4/5)	Conduct Cross-examination (3.4/5)	Prep Sex Assault of DV victim for trial (3.43/5)	Prep Sex Assault or DV Victim for trial (3.35/5)
Enlisted	Creating proof matrices (2.68/5)	Creating Proof Matrices (2.31/5)	Creating proof matrices (2.46/5)	Creating proof matrices (2.38/5)
	Drafting Subpoenas (3.25/5)	Drafting Pretrial Matters (3.32/5)	Drafting Subpoenas (3.46/5)	Drafting Pretrial Matters (3.41/5)
	Drafting Pretrial Matters (3.25/5)			

Most improved during course (self-assessed):

	East	West	TOTAL
Officer	Discovery/Production (0.57 point increase on a 5-point scale (14.25% improvement))	Conducting Cross-examination (0.63 point increase on a 5-point scale (15.75% improvement))	Discovery/Production (0.55 point increase on a 5-point scale (13.75% improvement))
	Prepare a Sex Assault/DV Victim for Trial (0.49 point increase on a 5-point scale (12.25% improvement))	Laying foundation and admitting evidence (0.56 point increase on a 5-point scale (14% improvement))	Conducting Cross-examination (0.52 point increase on a 5-point scale (13% improvement))
	Lay Foundation and Admit Evidence (0.49 point increase on a 5-point scale (12.25% improvement))		Lay Foundation and Admit Evidence (0.52 point increase on a 5-point scale (13% improvement))
Enlisted	Creating proof matrices (1.69 point increase on a 5-point scale (42.25% improvement))	Creating proof matrices (1.35 point increase on a 5 point scale (33.75% improvement))	Creating proof matrices (1.52 point increase on a 5 point scale (38% improvement))
	Drafting subpoenas (1 point increase on a 5-point scale (25% improvement))	Reading an investigation (0.85 point increase on a 5 point scales (21.25% improvement))	Drafting subpoenas (0.87 point increase on a 5-point scale (21.75% improvement))

Highest self-assessed competencies post-training

	East	West	TOTAL
Officer	Discovery/Production (4.13/5)	Laying foundation and admitting evidence (4.12/5)	Laying foundation and admitting evidence (4.10/5)
	Laying foundation and admitting evidence (4.09/5)	Conducting Openings and Closings (4.11/5)	Discovery/Production (4.09/5)
Enlisted	Setting up a courtroom (4.81/5)	Setting up a courtroom (4.92/5)	Setting up a courtroom (4.87/5)
	Using MS and Adobe Products (4.77/5)	Reading an investigation (4.65/5)	Reading an investigation (4.67/5)

Best class of the week (judged on content)

- West Coast Officers
 1. Theme and theory (10 first choice, 5 second choice)
 2. Discovery (5 first choice, 8 second choice)
 3. Civilian District Attorney's Panel (6 first choice, 1 second choice)
 4. Cross Examination (3 first choice, 5 second choice)
 5. Direct Examination (3 first choice, 2 second choice)

- West Coast Enlisted
 1. Using Microsoft/Adobe products (10 first choice, 3 second choice)
 2. Proof Matrices (4 first choice, 3 second choice)
 3. Reading an investigation (3 first choice, 5 second choice)
 4. Drafting Subpoenas (3 first choice, 2 second choice)
 5. Pretrial Matters (1 first choice, 4 second choice)

- East Coast Officers
 1. Drafting Charges/ Using the Benchbook (7 first choice, 10 second choice)
 2. Discovery vs. Production (7 first choice, 7 second choice)
 3. Objecting (8 first choice, 3 second choice)
 4. Opening Statements (4 first choice, 1 second choice)
 5. New York County Sex Crimes Unit Prosecutors (2 first choice, 5 second choice)

- East Coast Enlisted
 1. Discovery (7 first choice, 4 second choice)
 2. Opening Statements (5 first choice, 3 second choice)
 3. Interviewing/ Working with Witnesses (2 first choice, 3 second choice)
 4. Proof Matrices (2 first choice, 3 second choice)
 5. Reading a casefile (2 first choice, 1 second choice)

Skills most needing emphasis

- East Coast Officer Skills Initial Survey
 1. Cross Examination (16 first choice, 6 second choice)
 2. Opening/ Closing/ Sentencing (2 first choice, 9 second choice)
 3. Victim prep/ Victim direct (4 first choice, 5 second choice)
 4. Laying Foundation (4 first choice, 5 second choice)
 5. Direct Examinations (5 first choice, 3 second choice)

- East Coast Officer Skills Final Survey
 1. Cross Examination (11 first choice, 5 second choice)
 2. Drafting Charges (7 first choice, 1 second choice)
 3. Victim prep/ Victim direct (4 first choice, 6 second choice)
 4. Direct Examination (4 first choice, 3 second choice)
 5. Motions Practice (3 first choice, 4 second choice)

- West Coast Officer skills
 1. Conducting Cross Examination (5 first choice, 5 second choice)
 2. Trial presence/ advocacy (6 first choice, 1 second choice)
 3. Laying Foundation (4 first choice, 4 second choice)
 4. Opening/ Closing/ Sentencing arguments (4 first choice, 1 second choice)
 5. Discovery (4 first choice, 1 second choice)
 6. Victim prep/ Victim direct (2 first choice, 4 second choice)

- East Coast Enlisted skills (according to officer's initial assessment)
 1. Discovery (8 first choice, 6 second choice)
 2. Drafting Charges (5 first choice, 7 second choice)
 3. Reading a casefile (2 first choice, 9 second choice)
 4. Basic Writing (6 first choice, 3 second choice)
 5. Proof Analysis (3 first choice, 2 second choice)

- East Enlisted skills (according to enlisted initial assessment)
 1. Proof Analysis (7 first choice, 7 second choice)
 2. Reading a casefile (4 first choice, 3 second choice)
 3. Drafting Pretrial Matters (5 first choice)
 4. Case Archiving (1 first choice, 4 second choice)
 5. Subpoena Drafting (1 first choice, 3 second choice)

- East Coast Enlisted skills (according to officer's final assessment)
 1. Discovery (11 first choice, 2 second choice)
 2. Interviewing/ Working with Witnesses (6 first choice, 5 second choice)
 3. Reading a casefile (3 first choice, 9 second choice)
 4. Drafting Charges (5 first choice, 3 second choice)
 5. Subpoena Drafting (3 first choice, 2 second choice)

- East Enlisted skills (according to enlisted final assessment)
 1. Proof Analysis (4 first choice, 3 second choice)
 2. Interviewing/ Working with Witnesses (3 first choice, 3 second choice)
 3. Reading a casefile (4 first choice, 1 second choice)
 4. Drafting Pretrial Matters (2 first choice, 3 second choice)
 5. More time for Officers and Enlisted to interact during the training (2 first choice, 3 second choice)

- East Coast Enlisted skills (composite of initial assessment, weighted to favor officers' assessment)
 1. Discovery
 2. Proof Analysis
 3. Reading a casefile
 4. Drafting Charges
 5. Basic Writing

- East Coast Enlisted skills (composite of final assessment, weighted to favor officers' assessment)
 1. Discovery
 2. Interviewing/ Working with Witnesses
 3. Reading a casefile
 4. Drafting Charges
 5. Proof Analysis

- West Coast Enlisted skills (according to officer's assessment)
 1. Discovery (14 first choice, 7 second choice)
 2. Drafting Charges (5 first choice, 3 second choice)
 3. Reading a casefile (2 first choice, 4 second choice)
 4. Talking to witnesses (including proper phone etiquette), prepping witnesses, interviewing witnesses (1 first choice, 4 second choice)
 5. Legal writing, including naval letter format, and drafting pleadings (1 first choice, 4 second choice)

- West Coast Enlisted skills (according to enlisted assessment)
 1. Drafting Charges (6 first choice, 1 second choice)
 2. CMS (2 first choice, 5 second choice)
 3. Talking to witnesses (including proper phone etiquette), prepping witnesses, interviewing witnesses (2 first choice, 4 second choice)
 4. Using Microsoft/Adobe products (2 first choice, 3 second choice)
 5. Creating Proof Matrices (3 first choice)

- West Coast Enlisted skills (composite assessment, weighted to favor officer's assessment)
 1. Discovery
 2. Drafting Charges
 3. Reading a Casefile
 4. Talking to witnesses (including proper phone etiquette), prepping witnesses, interviewing witnesses
 5. Using Microsoft/Adobe products

Enlisted Questionnaire

For questions with a scale of 1 through 5, use the following criteria:

- 1: No Confidence
- 2: Very Little Confidence
- 3: Neutral/Unsure
- 4: Confident
- 5: Completely Confident

1. (Optional Question) What is your rank? _____

2. How confident are you that the attorneys you work with at your home station have—on average—mastered each of the following skills?

a. writing PMMs

1 2 3 4 5

b. conducting direct examinations of witnesses—including experts

1 2 3 4 5

c. preparing a sexual assault or domestic violence victim for trial

1 2 3 4 5

d. drafting charges

1 2 3 4 5

e. laying foundation and admitting evidence on the record

1 2 3 4 5

f. conducting cross examinations—including of accuseds

1 2 3 4 5

g. providing discovery and producing evidence

1 2 3 4 5

h. giving opening statements and closing arguments

1 2 3 4 5

i. presenting a presentencing case

1 2 3 4 5

3. How confident are you that YOU have mastered each of the following skills?

a. reading an investigation

1 2 3 4 5

b. creating proof matrices

1 2 3 4 5

c. creating rough drafts of charges

1 2 3 4 5

d. creating witness lists

1 2 3 4 5

e. drafting subpoenas

1 2 3 4 5

f. using Microsoft Office products and Adobe Pro

1 2 3 4 5

g. setting up a courtroom

1 2 3 4 5

h. drafting pretrial matters

1 2 3 4 5

i. conducting the VWAP process

1 2 3 4 5

j. archiving a case

1 2 3 4 5

k. inputting CMS data

1 2 3 4 5

4. Among all of the Marine lawyers you have observed as prosecutors, what 2 skills do they most need to improve on (list the skill that most needs improvement first)?

5. Do the attorneys you work with receive enough on-the-job training? (Circle One)

YES

NO

6. How confident are you that the Marines you work with at your home station have—on average—mastered each of the following skills?

a. reading an investigation

1 2 3 4 5

b. creating proof matrices

1 2 3 4 5

c. creating rough drafts of charges

1 2 3 4 5

d. creating witness lists

1 2 3 4 5

e. drafting subpoenas

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f. using Microsoft Office products and Adobe Pro

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g. setting up a courtroom

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h. drafting pretrial matters

1 2 3 4 5

i. conducting the VWAP process

1 2 3 4 5

j. archiving a case

1 2 3 4 5

k. inputting CMS data

1 2 3 4 5

7. How confident are you that the Marines on your team for this week's training have mastered the basic skills of being a paralegal?

a. reading an investigation

1 2 3 4 5

b. creating proof matrices

1 2 3 4 5

c. creating rough drafts of charges

1 2 3 4 5

d. creating witness lists

1 2 3 4 5

e. drafting subpoenas

1 2 3 4 5

f. using Microsoft Office products and Adobe Pro

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g. setting up a courtroom

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h. drafting pretrial matters

1 2 3 4 5

i. conducting the VWAP process

1 2 3 4 5

j. archiving a case

1 2 3 4 5

k. inputting CMS data

1 2 3 4 5

8. Among all of the Marine paralegals you have observed or worked with, what 2 skills do they most need to improve on (list the skill that most needs improvement first)?

9. Do you/the Marines you work with receive enough on-the-job training? (Circle One)

YES

NO

Enlisted End-of-Course Questionnaire

For questions with a scale of 1 through 5, use the following criteria:

- 1: No Confidence
- 2: Very Little Confidence
- 3: Neutral/Unsure
- 4: Confident
- 5: Completely Confident

1. (Optional Question) What is your rank? _____

2. How confident are you that YOU have mastered each of the following skills?

a. reading an investigation

1 2 3 4 5

b. creating proof matrices

1 2 3 4 5

c. creating rough drafts of charges

1 2 3 4 5

d. creating witness lists

1 2 3 4 5

e. drafting subpoenas

1 2 3 4 5

f. using Microsoft Office products and Adobe Pro

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3. How confident are you that the Marines on your team for this week's training have mastered the basic skills of being a paralegal?

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4. Among all of the Marine paralegals you have observed and worked with this week, what 2 skills do they most need to improve on (list the skill that most needs improvement first)?

5. In terms of CONTENT, what was the best and second best class of the week? (list them in order with the best class listed first)

6. Why?

7. Who was your favorite instructor of the week?

8. Why?

9. Think of your least favorite instructor of the week (do not list a name) and describe what about that person's presentation style made him or her your least favorite (this answer will be used by TCAP to help in preparing instructors for future courses and will not be shared).

Officer Questionnaire

For questions with a scale of 1 through 5, use the following criteria:

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- 2: Very Little Confidence
- 3: Neutral/Unsure
- 4: Confident
- 5: Completely Confident

1. (Optional Question) What is your rank? _____

2. How confident are you that the attorneys you work with at your home station have—on average—mastered each of the following skills?

a. writing PMMs

1 2 3 4 5

b. conducting direct examinations of witnesses—including experts

1 2 3 4 5

c. preparing a sexual assault or domestic violence victim for trial

1 2 3 4 5

d. drafting charges

1 2 3 4 5

e. laying foundation and admitting evidence on the record

1 2 3 4 5

f. conducting cross examinations—including of accuseds

1 2 3 4 5

g. providing discovery and producing evidence

1 2 3 4 5

- h. giving opening statements and closing arguments
- 1 2 3 4 5
- i. presenting a presentencing case
- 1 2 3 4 5
3. How confident are you that the attorneys on your team for this week's training have —on average—mastered each of the following skills?
- a. writing PMMs
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- b. conducting direct examinations of witnesses—including experts
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- c. preparing a sexual assault or domestic violence victim for trial
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- d. drafting charges
- 1 2 3 4 5
- e. laying foundation and admitting evidence on the record
- 1 2 3 4 5
- f. conducting cross examinations—including of accuseds
- 1 2 3 4 5
- g. providing discovery and producing evidence
- 1 2 3 4 5
- h. giving opening statements and closing arguments
- 1 2 3 4 5

i. presenting a presentencing case

1 2 3 4 5

4. How confident are you that YOU have mastered each of the following skills?

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h. giving opening statements and closing arguments

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i. presenting a presentencing case

1 2 3 4 5

5. Among all of the Marine lawyers you have observed as prosecutors, what 2 skills do they most need to improve on (list the skill that most needs improvement first)?

6. Do you receive enough on-the-job training? (Circle One)

YES

NO

7. How confident are you that the Marines you work with at your home station have—on average—mastered each of the following skills?

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8. How confident are you that the Marines on your team for this week's training have mastered the basic skills of being a paralegal?

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9. Among all of the Marine paralegals you have observed or worked with, what 2 skills do they most need to improve on (list the skill that most needs improvement first)?

10. Do the Marines you work with receive enough on-the-job training? (Circle One)

YES

NO

Officer End-of-Course Questionnaire

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8. Why?

9. Who was your favorite instructor of the week?

10. Why?

11. Think of your least favorite instructor of the week (do not list a name) and describe what about that person's presentation style made him or her your least favorite (this answer will be used by TCAP to help in preparing instructors for future courses and will not be shared).
